

BAKEWELL **ARTS** FESTIVAL

Lost Child Policy

Should a child become lost the following action should be taken:

- Alert the events organiser/workshop leader in charge who will make enquiries of relevant staff and volunteers as to when the child was last seen and where.
- Remember the safety of the other children with regard to supervision and security.
- Ensure that the remaining children are sufficiently supervised and secure, one or preferably two workshop leaders/volunteers should search the building and immediate vicinity.
- If the child cannot be found within fifteen minutes then the BAF Office, the local police and parents must be informed.
- Continue to search, widening the area, keeping in touch with mobile phone if available.

When the situation has been resolved members of staff should review the reasons for it happening and ensure measures are taken to ensure that it does not happen again.